

Vacancy Announcement

for

U.S. Embassy, Baghdad

ANNOUNCEMENT NUMBER: TCN 11-65

OPEN TO: Third Country Nationals Only

POSITION: Human Resources Assistant; FSN-8

OPENING DATE: November 15, 2011

CLOSING DATE: November 28, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: \$26,735 per annum (Plus 35% Differential of basic salary; 15% of basic salary for Unique Conditions of Work Allowance) **Paid in US Dollars.**

LENGTH OF HIRE: 1 - 5 years (1 year with 4 optional years)

U.S. Embassy in Baghdad is seeking an individual for the position of Human Resources Assistant in the Human Resources Office of U.S. Embassy Baghdad.

BASIC FUNCTION OF POSITION

The incumbent of this position will perform a range of duties in regard to all aspects of Locally Employed Staff Recruitment for Mission Iraq to include preparation of vacancy announcements (VA), screening of applications, administering testing of candidates, scheduling interviews and forwarding documentation for preparation of conditional and final job offers for selected candidates. Responsible for preparation of periodic and non-recurring recruitment reports. Performs general HR admin duties to include regular update of various master tracking sheets.

The Universal Application Form, TCN program benefits and FAQs can be found at:

http://iraq.usembassy.gov/hr_tcns.html

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University Studies or College degree required.
2. Three years experience in human resources field or administrative experience with extensive public contact and the use of English language is required.
3. Level IV (Fluency-Speaking/Reading/Writing) in English is required.
(English language will be tested)
4. Good working knowledge of standard office procedures. An understanding of the importance of customer service and the fundamental principle of confidentiality needed in a human resources environment.
5. Proficient user of PC, word processing, and Internet as well as good working knowledge of spreadsheets.

SELECTION PROCESS

It is essential that candidates address the required qualifications above in the application to meet the required qualifications.

TO APPLY

Applicants for this position must submit the following information:

1. Universal Application for Employment DS-174, as a Third Country National (TCN);
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION MATERIALS TO THE FOLLOWING EMAIL ADDRESS:

TCNISUAmman@state.gov

FOR INQUIRIES PLEASE EMAIL: TCNISUAmman@state.gov

POINT OF CONTACT

Telephone: (962) (6) 590-6832 / 590-6828
FAX: (962) (6) 5906869

CLOSING DATE FOR THIS Vacancy Announcement: November 28, 2011

The U.S. Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: WGooding, BGD/SHRO
Cleared: AMEveritt, ISU/HRO
Drafted: LABdulahdi ISU/HR

Appendix A

DEFINITION

A third-country national (TCN) is an individual who meets the following criteria.

- (1) Is neither a citizen of the United States nor of the country to which assigned for duty.
- (2) If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.
- (3) Is on a limited appointment for a specific period of time.
- (4) Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country from which recruited.

Hired TCN Staff are considered separate from the Locally Employed Staff (LES) because they have separate Local Compensation Plan and nationalities. Candidates are expected to be employed at the U.S. Mission in Iraq from one to five years.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information which equates to the information found on the DS-174.

Failure to submit the required information may result in the applicant not being considered for the vacancy.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (see top of page)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. Permanent U.S. Resident (Yes or No; if YES, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- K. Days available to work
- L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- M. Education
- N. License, Skills, Training, Membership, & Recognition
- O. Language Skills
- P. Work Experience
- Q. References

Human Resources Assistant Capsule Position Description FSN - 8

Incumbent will collect, review and screen all employment applications, short list them and when approved by the HRO send the final package to hiring manager. Enters every application for employment in the Locally Engaged staff individual VA Master Sheet. When screening applications considers potential nepotism issues, conflict of interest, veteran's preference, etc. Incumbent is responsible for scheduling and attending interviews of candidates who pass the mandatory skills testing. Serve as an HR technical representative by collecting additional information missing from candidates' application package and providing guidance to supervisors on interview structure (e.g. use of illegal vs. legal interview questions). He or she will draft correspondence notifying applicants of the results of their applications. Incumbent is responsible for communicating with applicants until they are fully hired and working at the Embassy.